

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

LIQUEURS & CORDIALS PERMIT

- ☐ DOR Certificate of Good Standing
- ☐ Transmittal Form - www.mass.gov/abcc
- ☐ Petition for a Change of License - www.mass.gov/abcc
- ☐ Tax Affidavit (ALL State and Local Taxes must be paid).
- ☐ Vote of Corporate Board
(All managers must be a United States Citizen and at least 21 years of age).
- ☐ Must be Advertised Ten (10) Days prior to the Board of License Commission Meeting. This office will place the Legal Notice.
- ☐ Must Notify ALL Abutters by Certified Mail Return Receipt Request, (A copy of the actual letter sent and the Original Green Cards Must be given to this office prior to meeting).
- ☐ Churches, Synagogues, Hospitals and Public or Private Schools located within 500 feet of the premises must be notified by Certified Mail Return Receipt. (A copy of the actual letter sent and the Original Green Cards must be given to this office prior to meeting).
- ☐ Application MUST be filed in Duplicate.
- ☐ \$ 200.00 Filing Fee in a Check or Money Order made payable to the A.B.C.C.
- ☐ \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.